

Food and Facilities Program

401 Fifth Avenue, Suite 1100
Seattle, WA 98104-1818

206-296-4632 Fax 206-296-0188

TTY Relay: 711

www.kingcounty.gov/health

**Plan Review Submittal
Cover Sheet - *REQUIRED***
For Mobile and Limited Food Establishments

Please place this cover sheet on top of the plans or on the outside of a set of plans. All of the following information must be submitted in the following order. **Incomplete plans will not be accepted until all required information is received.** Only completed plans will be processed and reviewed.

Establishment Name: _____ Phone: _____

Site Address: _____
Street City Zip

Applicant/Contact Person for Plans _____ Phone: _____

Mailing Address: _____
Street City State Zip

Fax: _____ Email: _____

For City of Seattle only – DPD Project Number (if already assigned) _____

Page number in plans or specifications should be noted below.

| Please Check if Item included | Item | Information Required | Location in Plans (page number) | Public Health Notes |
|-------------------------------|---------------------------------|--|---------------------------------|---------------------|
| <input type="checkbox"/> | Plan Review Application | Application must be complete (Appendix B) | | |
| <input type="checkbox"/> | Plan Review Fee | -New: \$764 (4 hr base) -Changes to Mobile and Limited Food Service Establishments \$382 (2 hr base) -Resubmitted Plans: \$191.00/hr <i>*Hourly rate of \$191 charged after the base time</i> | | |
| <input type="checkbox"/> | Mobile Food Unit Design | -Detailed drawings of mobile food unit -Photos of mobile food unit -Photo of L & I sticker (if occupied vehicle) | | |
| <input type="checkbox"/> | Limited Food Service | -Detailed drawings of Limited Food Service | | |
| <input type="checkbox"/> | Water System Design | -Detailed drawings of water system | | |
| <input type="checkbox"/> | Commissary Information | -Permission Letter (Appendix C) -Drawing of commissary | | |
| <input type="checkbox"/> | Site/Itinerary Information | -Restroom Use Agreement (Appendix E) -Site or Route Information Form (Appendix F) | | |
| <input type="checkbox"/> | Menu and Food Preparation Steps | -List of food and beverage items to be prepared and served. - Food preparation Flow Chart (Appendix D) | | |
| <input type="checkbox"/> | Operating Procedures | -Hours of operation - Water & waste water tank maintenance - Cleaning schedule | | |

For the City of Seattle, please provide a copy of this stamped document to the City as proof that plans have

For Office Use Only: Administrative review: _____ Date: _____

Reviewed by: _____ Date: _____ Time: _____ Activity min: _____